

**SECRET**

Approved For Release 2004/03/26 : CIA-RDP78B05171A000200020057-4

NPIC/TSG/RED-240-70  
2 October 1970

MEMORANDUM FOR: ALL RED PERSONNEL

SUBJECT : Regulations governing parking lot assignments

1. As you are all aware, there has been a recent distribution of parking lot assignments necessitated by a recent GSA ruling. This memorandum is intended to convey the method which will be utilized for determining the allocation of those parking spaces retained by the Research and Engineering Division.

2. In order to insure that the distribution of the existing slots is handled in an equitable manner and to further insure that no one is required to park on the street when slots are available, the following procedures will be implemented:

a. All parking will be assigned on a grade/seniority basis; i.e., by grade and by time within grade where individuals are of the same grade. The assignment of slots to division personnel of the grade GS-14 and above are automatically taken care of by the Support Staff. Parking for GS-13's and under is the prerogative of the division chief, and this will be handled by the above mentioned seniority system with the exception of the secretarial force. Because of the difficulties brought about by the unfavorable location of the [ ] TSG has made it a policy that, to the extent practicable, every attempt will be made to make it unnecessary for the division secretaries to park on the street.

b. It will be the policy of RED that personnel who do not have parking permits will get first "crack" at permits (including main compound) not in use. Personnel that are on leave, TDY, etc., should turn in their permits to [ ] for distribution in accordance with the list shown below. After everyone has been accommodated, then individuals can improve parking positions on a first-come, first-serve basis. All distribution or exchanges of permits should be handled through [ ]

c. The distribution list in accordance with seniority is the following:

Declass Review by NIMA/DOD

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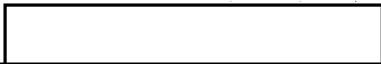
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3. Questions not covered by this general directive--special cases or emergencies--should be referred to the division chief or deputy chief for resolution.

  
Chief, Research and Engineering Division

**Distribution:**

- Original - RED/SOP File
- 1 - Each RED Personnel
- 1 - NPIC/TSG/RED

NPIC/TSG/RED  Oct 70

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